United Nations ST/IC/2000/29

Secretariat

27 April 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2000 competitive examination for English-language editors, translators/précis-writers and verbatim reporters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for English-language editors, translators/précis-writers and verbatim reporters in 2000, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998.

2. A competitive examination for English-language editors, translators/précis-writers and verbatim reporters will be held on 24, 25 and 26 July 2000 in New York, Geneva, Vienna, London and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for English-language editors, translators/précis-writers or verbatim reporters will be filled. When a vacancy occurs, successful candidates will be recruited from the roster, subject to the requirements of the services in terms of expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special missions are considered external candidates for the purpose of this examination. Such candidates, if successful, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful in the examination and are selected for inclusion in the roster will be assigned to fill vacancies for English-language posts as they occur in the language services in New York, Vienna, Geneva, Nairobi, Beirut and Bangkok. Assignments are subject to rotation and successful candidates may thereafter be called upon to serve at other duty stations in Africa, Asia, Europe, Latin America and the Caribbean or at Headquarters according to the needs of the Organization. Successful candidates are expected to serve a **minimum of five years** in language posts. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 to 13 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have English as their main language;[1]

(b) Have a perfect command of English and an excellent knowledge of French and at least one other official language of the United Nations (Arabic, Chinese, Russian or Spanish). Candidates who choose Chinese are required to demonstrate proficiency in

* Expiration date of the present circular: 31 December 2000.

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Arabic, Russian or Spanish in addition to French, by translating one specialized text from each of those languages (para. 7 (a) (iv)). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application either a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which English is the language of instruction **or** hold a university degree from a school of translation.

5. The requirement of a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is English, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their applications. **The Board's decisions are final**.

7. The written examination will consist of translation/précis-writing, editing and verbatim parts and detailed instructions will be given on each of the papers. The examination will last three days:

(a) The translation/précis-writing part will consist of four papers:

(i) Translation into English of a general text in Arabic, French, Russian or Spanish (three hours, morning of 24 July 2000). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers in the translation/précis-writing, editing and verbatim parts marked;

(ii) Translation into English of a general text in one of the official languages of the United Nations other than that selected for the eliminatory paper (two hours, afternoon of 24 July 2000);

(iii) Summary in English of a speech in French (two hours, morning of 25 July 2000);

(iv) Translation into English of two specialized texts in the other official languages of the United Nations, at least one of which must be in a language other than French (three hours, afternoon of 25 July 2000). Candidates will be given a choice of economic, legal, scientific, social and technical texts in Arabic, Chinese, French, Russian and Spanish. If a candidate has not chosen French for either the eliminatory paper or the second general text, one of these specialized texts must be translated from French;

(b) The editing part will consist of two texts in English for editing, i.e., a general text and a United Nations resolution (three hours, morning of 26 July 2000);

(c) The verbatim reporting part will consist in bringing the transcript of the English interpretation of a speech into line with the original French text of the speech and editing the transcript of a speech delivered in English (three hours, afternoon of 26 July 2000).

The use of a dictionary or any other reference material will **not** be permitted during the examination. Similarly, candidates may not use personal computers to prepare their papers.

8. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to an interview, which is projected to take place in the course of October or November 2000. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview **should not** assume that they will automatically be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores or results. When a vacancy occurs, successful candidates will be recruited from the roster in overall ranking order, subject to the requirements of the services in terms of expertise and language combinations.

10. Staff members selected to fill vacancies will be assigned as English-language editors, translators/ précis-writers or verbatim reporters for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels. During the trial period, following on-the-job training if necessary, successful candidates should be prepared to use a computer workstation and to operate a dictaphone. In addition, in order to be confirmed as a verbatim reporter or as an editor, successful candidates would need to have word-processing skills or to acquire them following on-the-job training during the two-year trial period.

11. During that same trial period, staff members will receive professional training designed flexibly so as to permit their reassignment, if warranted, based on their preference and demonstrated aptitude for a given language function. Successful candidates assigned directly to duty stations away from Headquarters will normally be required to spend the first six months of their trial period in the corresponding service at Headquarters.

12. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department of General Assembly Affairs and Conference Services and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. Staff members on fixed-term appointment will be eligible to be considered for permanent appointment subject to the requirement of the staff rules in force. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

13. In accordance with the needs of the service/ section, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

14. Staff members applying for the examination should complete the attached form and submit it, **not later than 16 June 2000**, to:

2000 Competitive Examination for English-language Editors, Translators/Précis-Writers and Verbatim Reporters
Examinations and Tests Section
Specialist Services Division
Office of Human Resources Management
Room S-2575-E
United Nations Secretariat
New York, N.Y. 10017
Fax No.: (1-212) 963-3683

Applications received after the above deadline will not be considered.

15. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications directly to the Specialist Services Division of the Office of Human Resources Management through the chief administrative officer or director of the United Nations information centre of their respective duty stations by 16 June 2000, the deadline for receipt of applications in the Specialist Services Division.

Notes

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

Application

2000 competitive examination for English-language editors, translators/précis-writers and verbatim reporters[1]

Index No.[2] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Sex: Male ☐ Female ☐

Date of entry on duty: Month ☐☐ Year ☐☐☐☐

Type of contract: _____ Expiration date: _____

Department/office:[3] _____ Duty station: _____

Room No. _____ Tel. extension _____ Fax extension _____ e-mail _____

Have you taken this examination before? Yes ☐ in 19 ☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ in 19 ☐☐ No ☐

If yes, which examination(s) _____

What is your main language?[4] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

A. Knowledge of other languages[5]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

Language	*Read*		*Understand*		*Speak*		*Write*	
	Easily	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications[6]

Name of institution, place and country	*Language of instruction*	*Attended from/to*		*Degree[6] or equivalent*	*Main field of study*
		Month/year	*Month/year*		

D. Secondary school qualifications

Name of institution, place and country	*Language of instruction*	*Attended from/to*		*Certificate or equivalent*[6]	*Main field of study*
		Month/year	*Month/year*		

E. Describe work experience (giving dates and length of time) in editing, translation/précis-writing, verbatim reporting or related fields, if any.

_____

_____

_____

_____

_____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/2000/29 and I understand that, if I am successful in the 2000 competitive examination for English-language editors, translators/précis-writers and verbatim reporters and recommended for inclusion in the roster, my assignment as an English-language editor, translator/précis-writer or verbatim reporter will be subject to my acceptance of the conditions of service indicated in paragraphs 10 to 13 of that circular.

Date: _____ Signature: _____

Notes

[1] Staff members applying for this examination **must complete this section**. In addition, staff members **must attach** written proof of claimed secondary educational qualifications from establishments at which English is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member **for completion and resubmission within the deadline for receipt of applications** in the Specialist Services Division. In this connection, staff members are informed that extensions for receipt of applications in the Specialist Services Division will **not** be granted. Therefore, staff members are advised to submit their applications without delay.

[2] Appears normally on your monthly salary statement and personnel action (P-5) forms. If not, please contact your Human Resources Officer to obtain your number.

[3] Please indicate department/office, e.g., Department of General Assembly Affairs and Conference Services, Economic Commission for Europe, United Nations Conference on Trade and Development, United Nations Office at Geneva, United Nations Office at Vienna or other (specify).

[4] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

[5] Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 4 (b) of information circular ST/IC/2000/29.

[6] Give exact name and title in original language. Do not translate or equate.